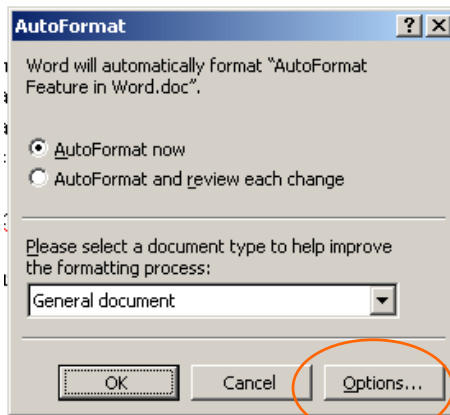
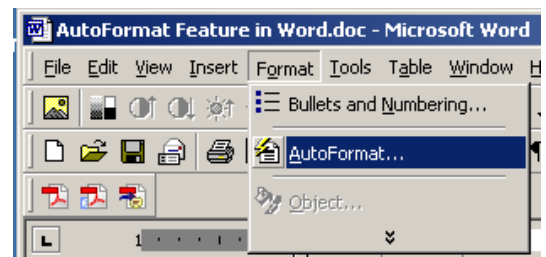


Automatic Formatting in Word

Microsoft Word comes with an Automatic Formatting feature. This feature has nothing to do with formatting of your page set up, paragraph formatting, font style, color, etc. What it really does is clean up your document by removing extra spaces, adding spaces where needed, automatically continue a bulleted or numeric list, etc. It tries to be helpful, but sometimes can change things that you don't want to be changed.

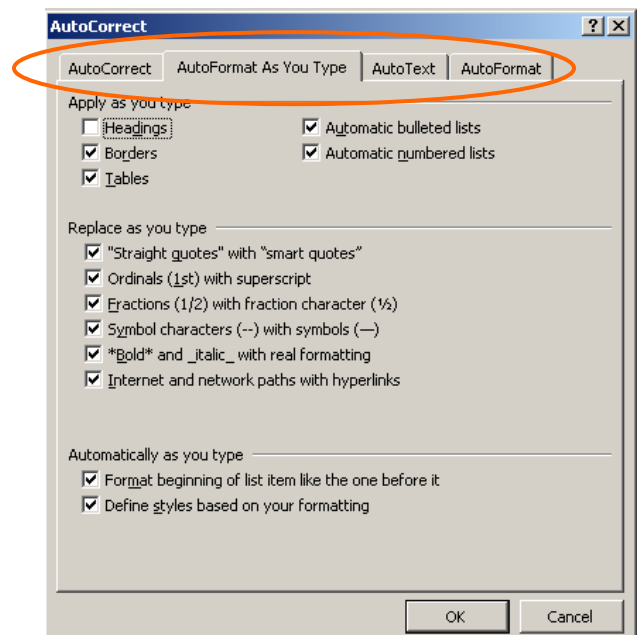
To turn some or all of the AutoFormatting options ON or OFF, follow the steps below:

1. From the Menu bar choose **Format** → **AutoFormat**



2. Click the **Options** button located in the lower right-hand corner of the AutoFormat window.

3. When the **AutoCorrect** window opens, click on each of the different tabs at the top that displays a different set of options.
4. You will notice that most, if not all, of the options are already checked (the default setting in Word is that all AutoFormat options are checked).
5. Uncheck any options you don't want, and click the OK button at the bottom when finished.



Some of the most common options that get turned off are the following:

AutoCorrect Tab

- Capitalize first letter of sentences
- Correct accidental usage of CAPLOCKS key

AutoFormat As You Type Tab

- Automatic Bulleted Lists
- Automatic Numeric Lists

AutoFormat Tab

- Automatic Bulleted Lists
- Automatic Numeric Lists